Office of the Chief Financial Officer
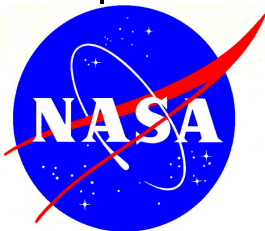
ifm
P R O G R A M

Integrated Financial Management Program

Core Financial

Course Name: Report Generation –

Standard General Ledger

Data Packet

End-User

National Aeronautics and
Space Administration

TABLE OF CONTENTS

TOPIC 3-7: No data or script/user procedures required.

TOPIC 1: SAP R/3 Report Generation

ACTIVITY 1: Select Criteria

In this exercise select criteria that will provide information needed from the Fund Status Cumulative query. In addition, save the selected criteria as a variant for later use.

Note: Do not closeout the report after completing this exercise so it can be used in the next exercise.

FIELD	DATA
Transaction Code	ZNASAST5
Fund	HSF542002R, SAT292001R-SAT292002R
Fiscal Year	2002
To Fiscal Year	2002

NOTE: To complete activity, refer to the Executing R/3 Analysis Report in Foreground user procedure within the User Procedure packet.

TOPIC 1: SAP R/3 Report Generation

ACTIVITY 2: Drill Down

In this exercise drill down to more detailed information of a record on the report ran in the previous activity.

Note: Do not closeout the report after completing this exercise so it can be used in the next exercise.

FIELD	DATA
Transaction Code	ZNASAST5
Drill down	Fund and Fund Center

NOTE: To complete activity, refer to the Executing R/3 Analysis Report in Foreground user procedure within the User Procedure packet.

TOPIC 1: SAP R/3 Report Generation

ACTIVITY 3: Display Layout

In this exercise, adjust the layout of the report in order to view the report in a way that better suits your requirements. Sort ascending and descending by a characteristic.

Note: Do not closeout the report after completing this exercise so it can be used in the next exercise.

FIELD	DATA
Transaction Code	ZNASAST5
Sort ascending	Unliquidated
Sort descending	Committed

NOTE: To complete activity, refer to the Executing R/3 Analysis Report in Foreground user procedure within the User Procedure packet.

TOPIC 1: SAP R/3 Report Generation

ACTIVITY 4: Print and Export a Report

For this exercise export the report to Excel.

Note: The report will not actually be printed due to time constraints and paper waste.
Save the report to the desktop and open the file with Microsoft Excel.

FIELD	DATA
Transaction Code	ZNASAST5
File Name	(Your name) Report.dat

NOTE: To complete activity, refer to the Executing R/3 Analysis Report in Foreground
user procedure within the User Procedure packet.

TOPIC 2: BW Report Generation

ACTIVITY 1: Running a BW Query from a Web Browser

In this exercise run the Available Budget Balance – Non-Reimbursable query via the web browser. In addition, utilize the following functions:
- Select criteria
- Filter
- Sort
- Drilldown
- Attach a chart
- Format the report
- Save the report as a web page
- Export the report to Excel

FIELD	DATA
Report Name	Available Budget Balance – Non-Reimbursable
Center	62
Operating Plan	10
Fiscal Year	2002
Filter Fund	HSF542002D, HSF542001D, and HSF522002D
Filter Fund Center	62-376-10 62-377-26 62-721-10 62-721-25 62-721-26 62-721-30 62-721-40
Drilldown in the Rows	Fund Center
Export	MS Excel 2000 File

NOTE: To complete activity, refer to the Running a BW 3.0 Query from a Web Browser user procedure within the User Procedure packet.